



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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Memorandum

TO: Administration Committee

DATE: October 7, 2015

FR: Executive Director

RE: Monthly Travel Report for August 2015

Pursuant to MTC Resolution No. 1058, Revised, this constitutes the monthly travel report to the Administration Committee. As a reminder, the Commission revised the policies governing Commissioner and staff travel to require that three items be approved by, or reported to, this Committee:

1. International travel (outside the United States and Canada) must be approved in advance by this Committee at a regular public meeting.
2. All Commissioner travel must be disclosed in regular monthly reports to this committee.
3. On a quarterly basis, actual vs. budgeted travel expenditures must be reported to this Committee.

International Travel Requests

One request this month – see Agenda Item 5.

Commissioner Travel

No Commissioner travel for the month of August.

Budget Report

As outlined in Attachment 1, actual travel expenses for all combined MTC funds are below budget at 7% as of August with 17% of the budget year elapsed.

Steve Heminger

SH:bm

Attachment

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Travel Report
As of August, 2015 (16.6% of year)

FUND	Budget	YTD Actual	% of Budget
MTC	194,400	19,974	10%
BATA	180,400	6,654	4%
SAFE	9,400	1,813	19%
Clipper	43,600	0	0%
Total	427,800	28,441	7%